2016/020480 411-16

Add...

(Confirmation

Expense report number IE237578 for 490.58 has been submitted.

Expense Report IE237578

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

Original Receipts Instructions

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Additional Instructions

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information

Name Kimball, Report Submit Date 11-APR-Lindsey K 2016 (Lindsey) Attachments View

(29770)Expense Dates 03-APR-

> 2016 - 08-Report Total 490.58 APR-2016 **USD**

Cost Center 110708 Reimbursement Amount 490.58 Purpose TVL-REIMB-USD

Minneapolis-04 03 16

Original Receipts Status Required

Expense Lines Expense Allocations Weekly Summary Approval Notes [0] Approvers business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification			Reimbursable Amount (USD)		Attachments
03-Apr-2016	}	Expenses	Baggage Fee Tampa to Minneapolis	ŭ	C C C C C C C C C C C C C C C C C C C	25.00	a	40
08-Apr-2016	•		Baggage Fee Minneapolis to Tampa	ŭ		25.00		4∋
03-Apr-2016	50.70 USD	Taxi/Train/Bus	Taxi from Airport to Hotel	Si.		50.70		450
08-Apr-2016	46.52 USD	Taxi/Train/Bus	Taxi from Hotel to Airport	Ÿ.		46.52	園	473
08-Apr-2016	123.36 USD	Tolls	Tampa Airport Parking 04 03 16 thru 04 08	Ÿ.		123,36	麺	4k a

				Total	490.58		
08-Apr-2016	22.00 USD	Meals - Dinner	Dinner	9	22.00		4 a
08-Apr-2016	8.00 USD	Meals - Lunch	Lunch	ש	8.00		4 0
08-Apr-2016	8,00 USD	Meals - Breakfast	Breakfast	U	8.00		40
07-Apr-2016	22.00 USD	Meals - Dinner	Dinner	ש	22.00	團	43
07-Apr-2016	8.00 USD	Meals - Lunch	Lunch	E.	8.00	a	40
07-Apr-2016	8.00 USD	Meals - Breakfast	Breakfast		8.00		44⁄3
06-Apr-2016	22.00 USD	Meals - Dinner	Dinner	"	22.00		4
06-Apr-2016	8.00 USD	Meals - Lunch	Lunch	ש	8.00		40
06-Apr-2016	8.00 USD	Meals - Breakfast	Breakfast	¥	8.00	M	40
05-Apr-2016	22.00 USD	Meals - Dinner	Dinner	v	22.00	圃	43
05-Apr-2016	8.00 USD	Meals - Lunch	Lunch	E.	8.00		4 3
05-Apr-2016	8.00 USD	Meals - Breakfast	Breakfast		8.00		đa
04-Apr-2016	22.00 USD	Meals - Dinner	Dinner	Ü	22.00		40
04-Apr-2016	8.00 USD	Meals - Lunch	Lunch	¥.	8.00		43
04-Apr-2016	8.00 USD	Meals - Breakfast	Breakfast	24	8.00		45
03-Apr-2016	22.00 USD	Meals - Dinner	Dinner	8.	22.00	ā	4∂
03-Apr-2016	8.00 USD	Meals - Lunch	Lunch	v	8.00		43
T. In the state of			16				

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18021

Tammie Sanabria

Jani Stud All travel must comply with Administrative Directive No. AD-09. 3-18-16 This form must be completed prior to travel. Name: Lindsey Kimball EMP ID:29770 We certify that the mode of transportation is the most cost effective under the TRAVELER INFO: circumstances and travel complies with AD No. AD-09. Address: 5633 Tughill Drive Signature of Traveler Signature of Approving y:Tampa ZIP:33624 Dept./Agency:Economic Development Ph#; (813) 273-3684 Travel Coordinator Name: Tammie Sanabria Ph #: (813) 272-5506 TRAVEL INFO: Purpose of Travel: Attend the ED201 Training Method of Travel: ☐County Vehicle ☐Private Vehicle ☐Common Carrier Class of Travel: 🛛 A □В □C Departure Date:04/3/2016 Departure Time: **Travel Destination** City:Minneapolis County: Isanti State:MN Return Date:04/08/2016 NOTES: Return Time: 10:00pm ATHIAGHAUSTIRIGATION FOR ESTIMATED EXPENSES SIGNED FORM VERIEVING COMPLETION OF TRAVELIS DUE TO BOCC DETAIL OF ESTIMATED EXPENSES ACCOUNTING 5 DAYS AFTER TRAVEL RETURN DATE: Registration Fee: \$1125.00 Registration Fee: \$11.25,0 <u>5</u> # days at \$<u>135</u> per day + Fee5 5# days at \$135.00per day \$675.00 Hotel: Hotel: (out of State)
Payment Proof Required Airline Ticket: Airline Ticket: \$466.20 Payment Proof Required □ Voucher: Car Rental Car Rental Auto Mileage: \$0.00 miles at \$0.445 \$0.00 miles at \$0.445 Auto Mileage: _ miles at \$0.445 Per Diem: \$0.00 Destination Mileage \$0.00 quarter days at \$21.25 Meals: Breakfasts: 5# \$40.00 Explanation: <u>\$220,</u>58 \$40.00 (Parking) Tolls, (axi (attach receipts) Lunches: Dinners: \$132,00 Per Diem: quarter days at \$21.25 \$0.00 6# Other: 35.00 Parking, 25.00 x2 Taxi \$85.00 Meals: Lunches: **Total Estimated Expenses:** \$2563,20 Lo #22.00 ADVANCE EXPENSES: (90% OF ESTIMATED EXPENSES) (attach receipts) Baggage Fee5 Hotel: __at 90% = \$0.00 Other Expenses _ at 90% = \$0.00 Meals: 53025 23 Total Allowances: \$____ at 90% = \$0.00 Mileage: Other: __ at 90% = \$0.00 *If overpaid, please Less Advanced Payments: make check payable to Total Advanced Expenses: \$0.00 BOCC and attach *Total Reimbursement: We hereby certify that this travel is true and correct in every material matter; that the expenses were incurred by the traveler as necessary travel in the performance of official duties; and that the same conforms in every respect with the requirements of § 112.061, Florida Statutes, and Administrative Directive No. AD-09, (813) 273-3684 Signature of Traveler Work Phone Number Signature of Approving Authority METHOD OF PAYMENT: (COMPLETE DETAILED INFORMATION REQUIRED) ☑ Purchasing Card Fed. Tax I.D.; Phone #: 859 578-4850 Registration: ☐ Check Document No.: Payable to: National Development Council Index / Sub-Object Code: Amount: Fax #: (859) 578-4860 \$1125.00 Address: 927 Dudley Rd., Edgewood, KY 41017 00004.110708 Early Bird Deadline Registration Deadline 03/06/16 Hotel: Purchasing Card Check Document No.: Fed. Tax I.D.: Phone #: 800 227-1500 Payable to: Aloft Minneapolis Index / Sub-Object Code: Confirm #: Amount: Fax #: _() \$765.45 Address: 900 Washington Avenue South, Minneapolis MN 00004.110708 55415 ☐ Purchasing Card ☐ Check Index / Sub-Object Code; Rental Car: Amount: \$ Document No.: ☐ Check Index / Sub-Object Code: Advance Travel Expenses Payable to Traveler: Amount: S Document No .:_ rsable Travel Expenses to Traveler: Index / Sub-Object Code: ☐ Check Amount: \$ Document No.: <u>00004.110708</u> Date: Doc Amount No. of Lines: Trans Hash Coded By Distribution: Copy - Department ☐ Original - Accounting Vendor No. ☐ Copy - Transaction Report

Hillsborough County Pre-Trip Authorization and Reimbursement Request Form

Lindsey Kimball #29770 4-3-16 - 4-8-16 TRAVEL EYEUSES

DEL...

PASSENGER RECEIPT 03APR16 0066 /KT TPA FTO

0TEXCESS BAGGAGE US TICKET

THIS IS YOUR RECEI

MBALL/LINDSEY K **NOT VALID FOR** **TRANSPORTATION**

PSGR TICKET 0062336780010

406 3w2 76L

FOR CONDITIONS OF CONTRACT - SEE PASSENGER TICKET A BAGGAGE CHECK

25.00

OL MSP

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NOT VALID FOR TRAV

USD25.00

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5UN, APR 3, 2 Lindsey K Kimball HN43WZ

SkyMiles #XXXXXX2339

DELTA

aculan BOAROL

LAMPA (TPA) ▶

Mpls-St Paul (MSP)

FLIGHT DL2243

BOARDING 1:35pm GATES E68 ZOME

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30A Main (S)

Depark Airiva

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Gates may change. Check appoint monitors.

Ficket#: 006 2336780010

Fly Paperless, www.c

were equipment

Lindsey Kimball # 29770 4-3-16-4-8-14 TRAVEL EYPENSES

DELTA :

PASSENGER RECEIPT 08APR16 0066

EXCESS BAGGAGE TICKET

4BALL/LINDSEY K **NOT VALID FOR** THIS IS YOUR RECEIPT

TRANSPORTATION

PSGR TICKET 0062336780010

MSP FTO

FOR CONDITIONS OF CONTRACT - SEE

25.00 25.00

484 3WZ 7DL

01

US

PASSENGER TICKET AND

BAGGAGE CHECK

25,00

VIN7378g02Vrq87426987768

NOT VALID FOR TRAVEL

USD25.00

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I, APR 8,

ndsey K Kimball 143WZ

SkyMiles #XXXXXX2839

ELTA 😤 BOARDHIG DOCUMENT

S-ST PAUL (MSP) >

(APA) Sqmi **iHT DL2541**

BOARDING

WATE. 5:**Q**5pm

ZONE / Sky

SEAT 14A

Main (V)

Depart Fri, 5:45pm Arrive Fri 10:00pm

Fly Paper 'ess: www.delta.com/app

tes may change. Check airport monitors.

et#: 006 2336780010



TPA > MSP

i ampa, FL to Minneapolis/St Paul,	MN
SUN, 03 APR 2016 - FRI, 08 APR 2016	

FLIGHT CONFIRMATION # HN43WZ

ROUND TREE | 1 PASSENGER



FLIGHTS

FLIGHT DL 2243

SUN, 03 APR 2016

34 DAYS FROM DEPARTURE

Find Sky Club Locations : Tempa Inti - TPA Minneapolis-St Paul Inti - MSP

TPA > MSP

ON TIME

SEAT: 30A

Airport Map: TPA | MSP

DEPART:2:15 PM

ARRIVE:4:43 PM

MAIN CABIN (S)

Alreralt: MD-90 Flight Time: 3HR 28M On Time % N/A Miles Flown: 1307

MEAL SERVICE: Complimentary Refreshments; Promium Snacks for Purchase

In-Filight services and amenities may vary and are subject to change,

BAGGAGE & SERVICE FEES

FLIGHT DL 2541

FRI, 08 APR 2016

39 DAYS FROM DEPARTURE

Find Sky Club Locations : Minneapolis-St Paul Init - MSP Tampa Intl • TPA

MSP > TPA

ON TIME

SEAT: 28B

Alrport Map: MSP | TPA

DEPART:5:45 PM

ARRIVE:10:00 PM

MAIN CABIN (V)

may vary and are subject to change.

Alreraft: MD-90 Flight Time: 3HR 15M On Time % N/A Miles Flown: 1307

MEAL SERVICE: Complimentary Refreshments; Premium Snacks for Purchase

ş In-Ffight services and amenities BAGGAGE & SERVICE FEES



PASSENGER INFORMATION

NAME	FLIGHT		TRIP EXTRAS	SPECIAL REQUESTS
LINDSEY K KIMBALL	TPA > MSP	Main Cobin (S.) 30A	1	
6T/c/el # 0052336789010				· ····
	MSP > TPA	Main Cebin (V) 288	· distribution in the state of	:

Complete Delta Air Lines Baggage Information Baggage fees will be assessed at the time you check in.

Final baggings fees will be assessed and charged at time of chack-in. Bagging final may change based on the class of service or frequent fiyer status. At prices are (USD) unless otherwise noted, if your iteriorary qualifies for Tife Insurance, you will be able to add it before you purchase your toket.

View Changes & Carcellation Polices | This Tecket is Changeable / Norrefundable, Fices May Apply.



MY TRIPS

BOOK A TRIP

FLIGHT STATUS

CHECK IN

SIGN UP

LOGIN

BOOK A TRIP CARRIED

Elehis

Passenzers

Extras

FLIGHTS

SUN 03 apr

TPA+MSP 2:15 PM

DL 2243 3h 28m | NONSTOP Main Cabin (H)

Price per Passenger \$453%

Changeable / Nonrefundable

\$6224

► Details

> Details

View Seats

Complete Delta Air Lines Baggage Information

and Charges

08 apr

MSP, TPA

DL 2541 3h 15m | NONSTOP

View Seats

Main Cabin (V)

Changeable / Nonrefundable

Complete Delta Air Lines Baggage information

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Upgrade for personalized service, Premium Boarding and spacious seats.

\$383°°

UPGPADE

\$516 20

USD

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Apply for the Gold Delta SkyMiles Credit Card from American Express

\$50 Statement Credit after you use your new Card on a Delta purchase in your first 3 months*

· 30,000 bonus miles after you make \$1,000 in purchases on your new Card within your first 3

Statement Credit

Total Price

Statement

Total After

Credit*

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*Statement credit will be Issued approximately 8-12 weeks after making a Delta purchase

CONTINUE

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You agree to accept a't Fare Rules for each fight, a't Trip Extras Terms & Conditions, and a't terms in Deita's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No contract exists until you receive confirmation that payment was received and processed.

View Fare Rules, Change & Cancellation Policies. This ticket is changeable / nonrefundable. Fees may apply.

The advartised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transactions to your credit card based on the vendors and the products you are purchasing. Amounts may vary dependant on the rate of exchange at time of transaction.

in-Flight services and amenbles may vary and are subject to change.

Anal baggage fees will be assessed and charged at time of check in. Baggage fees may change based on the class of service or frequent fiyer status. CURRENCY CALCULATOR

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Careers

Sanabria, Tammie

Musandler

Tammie Sanabria

⊏rom:

Kimball, Lindsey

ent:

Tuesday, March 01, 2016 2:18 PM

To:

Sanabria, Tammie

Subject:

FW: Your Flight Receipt - LINDSEY K KIMBALL 03APR16

Lindsey K. Kimball, CEcD Director Hillsborough County Economic Development 601 East Kennedy Blvd 20th Floor

Tampa, Fl 33602-3503 Ph: 813-273-3684

KimballL@hillsboroughcounty.org

Twitter: @Lindseykimball

Please note: all correspondence to or from this office is subject to Florida's Public Records laws.



rom: Delta Air Lines [mailto:DeltaAirLines@e.delta.com]

Sent: Monday, February 29, 2016 5:30 PM

To: Kimball, Lindsey <KimballL@hillsboroughcounty.org>
Subject: Your Flight Receipt - LINDSEY K KIMBALL 03APR16



Fri, 08APR	DEPART	ARRIVE
DELTA 2541	MPLS-ST PAUL	TAMPA, FL
MAIN CABIN (V)	5:45pm	10:00pm

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, Delta no longer accepts **hoverboards or any lithium battery powered self-balancing personal transportation devices** on board its aircraft. These items are prohibited as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, **they must be removed and carried in the cabin**. Further information and specific guidelines regarding restricted items can be found here.

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Passenger Info

NAME	FLIGHT	SEAT
LINDSEY K KIMBALL	DELTA 2243	30A
	DELTA 2541	28B

Visit delta.com or use the Fly Delta app to view, select or change your seat. If you purchased a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062336780010
Place of Issue: Delta.com
Ticket Issue Date: 29FEB16

Ticket Expiration Date: 01MAR17

METHOD OF PAYMENT

VI**********4496

\$644.20 USD

CHARGES

Air Transportation Charges

Base Fare \$573.03 USD

Taxes, Fees and Charges

United States - Flight Segment Tax (ZP) \$8.00 USD

United States - September 11th Security Fee(Passenger \$11.20 USD

Civil Aviation Security Service Fee) (AY)

United States - Passenger Facility Charge (XF) \$9.00 USD

United States - Transportation Tax (US) \$42.97 USD

TICKET AMOUNT \$644.20 USD

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: TPA DL MSP499.54SG0VA0MX DL TPA73,49VRVSA0EM USD573.03END ZP TPAMSP XF TPA4.5MSP4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

Sun 03 Apr 2016 DELTA: TPA 🕅 MSP

CARRY ON FIRST SECOND

FREE \$25^{USD} \$35^{USD}

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Fri 08 Apr 2016 DELTA: MSP 0TPA

CARRY ON FIRST SECOND

FREE \$25^{USD} \$35^{USD}

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage of on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

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Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

†All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One[™]/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for

Tammie Sanabria

details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the

operating carrier on your ticket.

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. Our right to change terms of the contract.

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These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

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Sanabria, Tammie

From:

National Development Council training@mail136-29.atl41.mandrillapp.com on behalf of

National Development Council <training@nationaldevelopmentcouncil.org>

Monday, February 29, 2016 5:00 PM

ວent: To:

Sanabria, Tammie

Subject:

Registration Confirmation for National Development Council

NATIONAL DEVELOPMENT COUNCIL

Partners in Community Development Since 1969

Thank You For Registering Online.

Receipt

ID	Name	Date	Status	Amount	Paid	Due
2674058	Lindsey Kimball	2/29/2016	paid	\$1,125.00	\$1,125.00	\$0.00
					Total Due:	\$0.00

National Development Council National Development Council

> 927 Dudley Road Edgewood KY 41017 859-578-4850

Item Na	me						Registrant	Amount
ED201-E Registra Registra	tion Br	eakdov	vn:	ED201-0416	6MN		Lindsey	\$1,250.00
feacher Sweet, Bob	Start 4/4/2016	End 4/8/2016	Days Mo Tu We Th Fr	Start - End Time Varied	Location Minneapolis MN	Room Aloft Minneapolis		
							Subtotal:	\$1,250.00
				Early (Payment Disc	countEarly Payn	nent Discount	\$125.00
[Total:	\$1,125.00
						Α	mount Paid:	\$1,125.00
						Д	mount Due:	\$0.00

Date	Туре	Amount	Payment Type	Notes	Paid By
2/29/2016 4:59 PM	Paid	\$1,125.00	cc		Tammie Sanabria PO Box 1110
					Tampa, FL 33601

Please review the following additional information for your classes:

ED201-Business Credit Analysis

CM I 38.00



Tammie Sanabria

Sam Saudres

Certification Maintenance

AICP members can earn Certification Maintenance (CM) credits for this activity. When CM credits are available, they are noted at the end of an activity description. More information about AICP's CM program can be found at www.planning.org/cm.

HOTEL INFORMATION

For your convenience, please use the link below to make your hotel reservations for this training.

nttps://www.starwoodmeeting.com/Book/NDCED2012016

Thank you for using ASA Online Registration to sign up for your classes/events.

Your payment is being processed by National Development Council and will show as such on your credit card statement.

×

Registration Powered by ASA Online Registration

2016 TRAINING SCHEDULE

1807 | Tammie Sanabria

View the most current schedule and the list of AICP approved classes at www.nationaldevelopmentcouncil.org.

	Course	Date	Location	Early Registration Discount Deadline	AICP Approved CM Credits*
OFP am am	ED101—Economic Development Finance	May 16-20, 2016 Sept. 26-30, 2016	Philadelphia Los Angeles	April 30, 2016 Sept. 10, 2016	CM 38.50 CM 38.50
EDFP Certification Program™	ED201—Business Credit Analysis	April 4-8, 2016 Aug. 22-26, 2016 Dec. 5-9, 2016	Minneapolis Philadelphia Los Angeles	March 19, 2016 Aug. 6, 2016 Nov. 19, 2016	CM 38.00 CM 38.00 CM 38.00
O	ED202—Real Estate Finance	July 18-22, 2016 Nov. 14-18, 2016	Minneapolis Philadelphia	July 2, 2016 Oct. 29, 2016	CM 33.00 CM 33.00
	ED300—The Art of Deal Structuring	June 6-10, 2016 Oct. 24-28, 2016	Los Angeles Minneapolis	May 21, 2016 Oct. 8, 2016	CM 29.50 CM 29.50
HDFP Certification Program	HD410—Home Ownership Finance	Feb. 23-26, 2016 June 7-10, 2016 Oct. 11-14, 2016	Minneapolis Philadelphia Los Angeles	Feb. 7, 2016 May 22, 2016 Sept. 25, 2016	CM 27.50 CM 27.50 CM 27.50
Certifi Pro	HD420—Rental Housing Development Finance	March 14-18, 2016 July 11-15, 2016 Dec. 5-9, 2016	Los Angeles Minneapolis Philadelphia	Feb. 27, 2016 June 25, 2016 Nov. 19, 2016	CM 36.00 CM 36.00 CM 36.00
	HD422—Computer Spread Sheet Analysis for Housing	May 24-26, 2016 Nov. 2-4, 2016	Philadelphia Minneapolis	May 8, 2016 Oct. 17, 2016	CM 22.50 CM 22.50
	HD430—Housing Development Finance:Problem Solving and Deal Structuring	May 23-27, 2016 Sept. 12-16, 2016	Los Angeles Philadelphia	May 7, 2016 Aug. 27, 2016	CM 29.50 CM 29.50
nent	PD502—Low-Income Housing Tax Credits	June 21-23, 2016	Minneapolis	June 5, 2016	CM 19.50
Professional Development	PD112Mixed-Use Real Estate Finance	Oct. 12-14, 2016	Los Angeles	Sept. 24, 2016	CM 15.25
₾0	PD515—New Markets Tax Credits	Nov. 8-10, 2016	Minneapolis	Oct. 23, 2016	CM [22.00
Online Training	Low-Income Housing Tax Credits Webinar	April 7, 2016	Online	March. 22, 2016	CM 3.00
o T i <u>i</u>	New Markets Tax Credits Webinar	April 21, 2016 Aug. 25, 2016 Dec. 8, 2016	Online Online Online	April 5, 2016 Aug. 9, 2016 Nov. 22, 2016	CM 3.00 CM 3.00 CM 3.00

SPONSORED TRAINING

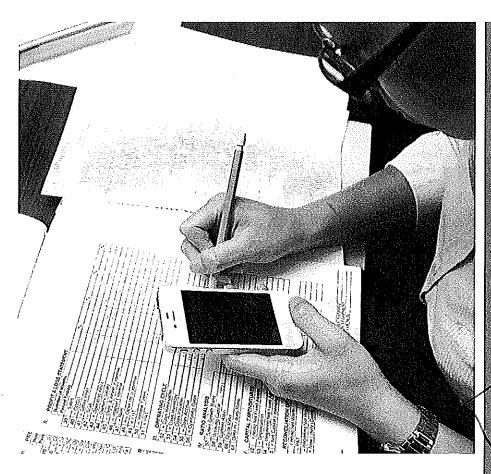
Housing and Economic Development Networks, State and Local Governments, Community Development Banks and Charitable Foundations across the U.S. have sponsored NDC Training for their staff and development partners to:

- Secure high quality NDC Training tailored to staff and local needs
- Reduce per participant tuition, and
- Avoid travel expenses

All of the courses that we teach throughout the country are available for local sponsorship and skilled NDC instructors deliver the same material and real-world experience in your community that has made our national training the gold standard in the field.

Groups benefit from the opportunity to build their development finance cápacity in their own backyard.

Tammie Sanabrie
San Xonico



Figuratio

Omni Ft. Worth Hotel 1300 Houston Street Ft. Worth, TX 76102 817-535-6664

Los Angeles

The Westin Bonaventure 404 South Figueroa Street Los Angeles, CA 90071 213-624-1000

Minnearolis

Aloft Minneapolis
900 Washington Ave. South
Minneapolis, MN 55415
612-455-8400

Philadelphia

Sheraton Society Hill 1 Dock St. (2nd & Walnut Sts.) Philadelphia, PA 19106 215-238-6000

2016 TRAINING SITE HOTEL ACCOMMODATIONS

Training participants are responsible for their hotel and meal expenses. NDC has secured a block of rooms at the training sites. Room rates are based on prevailing governemnt per diem. The block will be held until thirty days before the start of the course or until the number of contracted rooms has been exhausted, which ever comes first. After this date, reservations will be taken on a space available basis and higher rates may apply. To receive the block rate, make your reservation early and state that you are participating in a National Development Council training course. You may also book your hotel room by going to the details section of the class you are registering for and clicking on the link under "Additional Information."

NATIONAL DEVELOPMENT COUNCIL

Training Office 927 Dudley Rd. Edgewood, KY 41017 859-578-4850



Tammie Sanabria

Aug Mul

NATIONAL DEVELOPMENT COUNCIL

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financing packages. Specific topics include:

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Finance Online Training

ED201-Business Credit Analysis

ED201-Business Credit Analysis

Economic Development Finance Professional Certification Program

ED 201

Business Credit Analysis In ED201, the second course in the EDFP Certification Program™, participants build on the financial analysis and deal structuring techniques learned in ED101 through investigation of advanced methods used to analyze the creditworthiness of operating small businesses. The credit analysis and underwriting procedures of commercial lenders are tailored to the unique concerns of economic development lenders. Participants spread and analyze the financial statements of numerous actual companies—manufacturing, service, retail—and use economic development finance programs to structure fixed asset and permanent working capital

- · Credit Analysis Process
 - · Evaluating a company's strengths and weaknesses
 - · Refining quality indicator and ratio analysis
 - · Assessing operating needs
 - · Measuring a company's ability to digest growth
- · Permanent Working Capital Analysis
 - · Determining a company's operating cycle
 - Measuring PWC needs
 - · Financing a company's growth
- Cash Flow Analysis
 - · Analyzing cash flow management
 - · Determining debt capacity
 - Matching sources and uses of funds
 - · Identifying fast growth syndrome
- · Projections and Deal Structuring
 - · Balance sheet and profit and loss statement projections
 - Evaluating financing options
 - · Break even analysis
 - Structuring fixed asset and PWC financing
 - · Restructuring financing packages

Prerequisites: ED101-Economic Development Finance,

Add	Section	Location	Ages Instructor	Dates	Days	Times	Fees	Details Oper
Reg. Closed	ED201- 0216BR	Baton Rouge LA Client Facility	<u>Dugan</u>	2/22 - 2/26	Mo Tu We Th Fr	08:30 AM - 05:00 PM	\$1,250.00	<u>View</u>
Register Now!	ED201- 0416MN	Minneapolis MN Aloft Minneapolis	Sweet	414 - 418	Mo Tu We Th Fr	Varied	\$1,250.00	<u>View</u>
Register Now!	ED201- 0816PH	Philadelphia PA Sheraton Society Hill	Sasser	8/22 - 8/26	Mo Tu We Th Fr	Varied	\$1,250.00	Vie:v
Register Now!	ED201- 1216LA	Los Angeles CA Westin Bonayenture	TBD	12/5 - 12/9	Mo Tu We Th Fr	Varied	\$1,250.00	View

NDC Training Brochure

Professional Development

ED201-Business Credit

Housing Development

Download the most current Training Brochure for complete course descriptions and the latest training schedule.

VIEW BROCHURE

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Bring NDC training to your community. E-mail us for information.

Training Newsletter

Get the scoop on new NDC training courses, special tuition discounts and advance notice of NDC's new on-line training courses.

Professional Certification

The gold standard in economic and housing development finance training. NDC's certification programs impart the skills needed to get deals done with real-world examples and instructors who do what they teach.

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Classes

Analysis

Finance Online Training

A to Z Index **Economic Development**

ED201-Business Credit Analysis

Dates: 4/4/2016 to 4/8/2016

Schedule: Mo Tu We Th Fr 08:30 AM - 02:00 PM

(View complete list of dates)

Located in: Minneapolis MN, Aloft Minneapolis

Instructor: Bob Sweet

Regular Student: \$1,250.00

Register Now!

Economic Development Finance Professional Certification Program ED 201

Business Credit Analysis

In ED201, the second course in the EDFP Certification Program™, participants build on the financial analysis and deal structuring techniques learned in ED101 through investigation of advanced methods used to analyze the creditworthiness of operating small businesses. The credit analysis and underwriting procedures of commercial lenders are tailored to the unique concerns of economic development lenders. Participants spread and analyze the financial statements of numerous actual companies—manufacturing, service, retail—and use economic

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- Credit Analysis Process
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Additional Information

CM I 38.00

AICP members can earn Certification Maintenance (CM) credits for this activity. When CM credits are available, they are noted at the end of an activity description. More information about AICP's CM program can be found at www.planning.org/cm.

Certification Maintenance

Hotel Information

For your convenience, please use the link below to make your hotel reservations for this training.

https://www.starwoodmeeting.com/Book/NDCED2012016

ED201-Business Credit Analysis

Total Fees: \$1,250.00

Description:

In ED201, the second course in the EDFP Certification ProgramTM, participants build on the financial analysis and deal structuring techniques learned in ED101 through investigation of advanced methods used to analyze the creditworthiness of operating small businesses. The credit analysis and underwriting procedures of commercial lenders are tailored to the unique concerns of economic development lenders. Participants spread and analyze the financial statements of numerous actual companies—manufacturing, service, retail—and use economic development finance programs to structure fixed asset and permanent working capital financing packages. Specific topics include:

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 - · Break even analysis
 - · Structuring fixed asset and PWC financing
 - · Restructuring financing packages

Additional Information:

CM I 38.00

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1803 | Tammie Sanabria

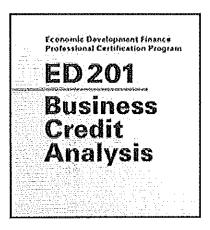
AICP members can earn Certification Maintenance (CM) credits for this activity. When CM credits are available, they are noted at the end of an activity description. More information about AICP's CM program can be found at www.planning.org/cm.

Certification Maintenance

Hotel Information

For your convenience, please use the link below to make your hotel reservations for this training.

https://www.starwoodmeeting.com/Book/NDCED2012016



Details

Classes begin Monday, April 04, 2016

Classes meet on:

Monday, 09:00 AM - 05:00 PM Tuesday, 08:30 AM - 05:00 PM Wednesday, 08:30 AM - 04:00 PM Thursday, 08:30 AM - 05:00 PM Friday, 08:30 AM - 02:00 PM

Located in Aloft Minneapolis

1802 (
Tammie Sanabria

Men Manalu

CHECK RESERVATIONS | NEED HELP | EVENT PAGE

NDC ED201 2016 Minneapolis

April 3 - 7, 2016

Venue: Aloft Minneapolis

- 1 FIND ROOMS AND RATES 2 AVAILABLE ROOMS 3 GUEST INFORMATION
- 4 RESERVATION REVIEW 5 RESERVATION CONFIRMED

Thank you for your reservation! We look forward to seeing you. Your confirmation number is 411687854.

Hotel & Room Information



Aloft Minneagoss

900 Washington Avenue South Minneaposs MN 55415 United States Phone:(1)(812) 455-8400 Fax:(1)(612) 455-8410

Check-in

Check-out Apr 8, 2016 Apr 3, 2016

1 room(s), 1 adult(s)

Loft Queen: 2 Queen Beds

- Aloft Non-smoking-285 Sq Ft
- Free High-speed Internet
 42 Inch Flat Screen Lcd Tv
- Oversized Shower
- Rest And Relaxation Bed

Rate Information

Currency Conversion >>

Rate Description: NDC E0201 2016 Minneapolis Att

Average est, room total per night*** Estimated total for your stay** Room rate USD 135.00 1 room(s), 1 adult(s) USD 765.45 Taxes ": USD 18.10 Estimated total*: USD 153.10

"The displayed totals are estimates only and do not include any additional charges that may be incurred at the hotel. The actual total will be calculated by the hotel in its local currency, based on the local taxes and currency exchange rate (if applicable) in effect at the time charging occurs.

Get complete details about this rate, taxes and other charges

Personal & Credit Card Information

Name tils Lindsey Kimba'l

Address: PO Box 1110 Tampa FL US 33601

*Primary Telephone: 8132725506 (Business)

Your Email: Sanabriat@hillsboroughcounty.org

Card Number: xxxxxxxxxxx4496

Privacy Policy

Starwood Preferred Guest Information

SPG Number:

My Stay Preferences

Airline: DL Flight Number: 2243

Arrival Time: 04:00 PM

Requested Arrival Time: 03-Apr-2016 03:00 PM

Requested Departure Time: 08-Apr-2016 04.00 PM

Other Requests: Please contact me Tamm'e Sanabria regarding a credit card authorization form and our Tax Exempt Certificate for Lindsey.

Terms & Conditions

Cancellation policy: If you cancel between 02/29/2016 and 6:00 PM hotel time on 04/02/2016, there will be no forfeiture amount. If you cancel after 6:00 PM hotel time on 04/02/2016, the forfeiture amount will be a 1 night stay.

Rate plan Description: NDC ED201 2016 Minneapolis Att

GTD/Deposit policy: Please note that any change in your reservation may change the rate and/or require payment of cancellation feas. For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel checking the properties of the reservations of guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforessen circumstance, and hotel is unable to hold rooms consistent with this room hold poticy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

View in a browser for up-to-date reservation information, or change language English Français Español Deutsch 中文(简体) 日本語 Italiano Português Русский 中國(傳統) 한국어 Polski Türkçe Nederlands Bahasa (I) אווי (神國(傳統) 한국어 Polski Türkçe Nederlands אוויים וויים אוויים וויים אוויים אוו

aloft Hotels

Aloft Minneapolis

900 Washington Avenue South Minneapolis, Minnesota 55415 United States Phone: (1)(612) 455-8400 Fax: (1)(612) 455-8410

- Contact Us >
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- Neat Stuff >
- Re:Fuel >
- Area >
- Driving Directions >
- Meet >

Hello Lindsey!

Your reservation's all set for 03-APR-2016 and you're ready to go! You may want to keep your reservation number handy, just in case... #411687854.

We can't wait to welcome you to a true one-of-a-kind experience.

See you soon,

GENERAL MANAGER Aloft Minneapolis

Confirmation: 411687854

Stay Connected

Your Schedule:

Check In 03-APR-2016 - 3:00 PM requested * Check Out 08-APR-2016 - 4:00 PM requested * Number of Rooms Number of 1 Guests

Your Accommodations: Room 1 Of 1

Guest Name LINDSEY KIMBALL **Number of Adults** 1 Number of Children Ω

Room Description Aloft Non-smoking-285 Sq Ft: 2 Queen Beds

- 332 sq ft/31 sq m
- Free High-speed Internet
- 42 Inch Flat Screen Lcd Tv
- Oversized Shower

^{*} Indicates requested hotel check-in and check-out times if requested during the reservation. Special requests cannot be guaranteed until check-in.

Standard times for this hotel are as follows: check-in: 3:00 PM; check-out; 12:00 PM.

Your Rate

Rate Details

lsac-gcxrnv3w

	Avg Est Room Total per Night*	Est Total for Your Stay* 1 Room, 5 Nights
Room Rate	135.00	675.00
	USD	USD
Room rate exclude	s the followi	ng:
Transit Improve:	USD	USD
0.25 % Per Room / Per Night	0.34	1.69
City Sales& Use:	USD	USD
0.50 % Per Room /	0.68	3.38
Per Night		
Hennepin County:	USD	USD
0.15 % Per Room /	0.20	1.01
Per Night		
City Entertain:	USD	USD
3.00 % Per Room / Per Night	4.05	20.25 -
City Lodging:	USD	USD
2.62 % Per Room / Per Night	3.54	17.68
State Sales Tax:	USD	USD
6.88 % Per Room / Per Night	9.29	46.44
Estimated Total*:	153.09 USD	765.45 USD

^{*} The displayed totals are estimates only and do not include any additional charges that may be incurred at the hotel. The actual total will be calculated by the hotel in its local currency, based on the local taxes and currency exchange rate (if applicable) in effect at the time charging occurs.

Guarantee Rules and Cancellation Policy

Your room is guaranteed with a(n) VISA card. Cancel by 6:00 PM Hotel time 1 days prior to avoid 1 Night penalty. There may be additional applicable charges and taxes.

Room taxes are included in penalties.

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit "Announcements" on the hotel website for more information.

Tammie Sanabria

Jana Dandu

- Rest And Relaxation Bed
- Smoke-free

Remarks

Please contact me Tammie Sanabria regarding a credit card authorization form and our Tax Exempt Certificate for Lindsey..

Special requests cannot be guaranteed until checkin, but we will do our best to accommodate you. Tammie Sanabria

Janu Danabria

Your Privacy

If you believe this reservation was made in error, please contact us as soon as possible.

Please note: For security purposes, you will be asked to provide a valid government or state-issued photo ID at check-in.

This email may contain links to websites that collect personally identifiable information about you. Starwood Hotels & Resorts Worldwide, Inc. is not responsible or liable for the actions of such independent websites, and encourages you to review the privacy statements and policies of such websites to understand how they collect, use and store such information.

Click here for Starwood Hotels & Resorts Worldwide, Inc.'s Privacy Statement.

Disclosure

Modify and Cancel Information

To view, change or cancel your reservation, please visit alofthotels.com. Any modification to a reservation is subject to the hotel's availability at the time the modification is requested and may change the rate and/or require payment of cancellation fees. If you require further assistance, please contact Aloft Hotels at 877 GO ALOFT if you are calling from the United States or Canada. Otherwise, click here for the telephone number of the Worldwide Reservation Office nearest you. Please note that reservations cannot be changed or canceled via email.

Guarantee Rules

For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel checkout time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more quests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is unable to hold rooms consistent with this room hold policy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

Smoking Policy

Aaahhh...breathe easy! We're a 100% smoke-free environment. So please follow our no-smoking rulesthere's a \$500 fine for anyone lighting up inside the hotel.

Exchange Rate

For non-US hotels, rates confirmed in USD may be converted to local currency by the hotel at your time of stay, based on the exchange rate used by the hotel and are subject to exchange rate fluctuations. Credit card charges are subject to additional currency conversions by banks or credit card companies, which are not within the hotel's control and may impact the amount charged to your credit card. Please contact the hotel if you have any questions.

Rate/Reservation Validity

Please note that electronic reservation confirmations are provided to you solely for your convenience and that we retain official records of our reservation transactions, including details of dates of stay and room rates. In the event of discrepancies, alterations, modifications, or variations between this confirmation and our official records, our official records shall control. Tampering with this confirmation to alter the room rate, or any other reservation information is strictly prohibited and may have legal consequences.

Early Departure

Many Starwood hotels have an early departure fee. When you check-in, you will be asked to confirm your departure date. You may be able to change your departure date without a penalty if your rate plan permits and if you do so before the end of your arrival day. After reconfirming your departure date, if you decide to leave earlier, you may be charged the early departure fee. Please contact the hotel if you have any questions.

Starwood Hotels & Resorts Worldwide, Inc. One StarPoint, Stamford, CT 06902 USA

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		Four Points	aloft	Element	

aloft Minneapolis 900 Washington Ave South Minneapolis, MN 55415

United States

Tel: 612-455-8400 Fax: 612-455-8410



Ms Lindsey Kimball 5633 TUGHILL DR TAMPA, FL, 33624-4817 Page Number

1

Invoice Nbr

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Guest Number Folio ID

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Date	Time		Description	Charges (USD)	Credits (USD)
03-APR-16	17:01	DEPOSIT	Deposit-VI-3720		-765.45
03-APR-16	03:06	RT515	Room Charge	135,00	
03-APR-16	03:06	RT515	State Tax	9.11	
03-APR-16	03:06	RT515	County Tax	0.20	
03-APR-16	03:06	RT515	City/Local Tax	8.78	
04-APR-16	02:43	RT515	Room Charge	135.00	
04-APR-16	02:43	RT515	State Tax	9.11	
04-APR-16	02:43	RT515	County Tax	0.20	
04-APR-16	02:43	RT515	City/Local Tax	8.78	
05-APR-16	03:09	RT515	Room Charge	135.00	
05-APR-16	03:09	RT515	State Tax	9.11	
05-APR-16	03:09	RT515	County Tax	0.20	
05-APR-16	03:09	RT515	City/Local Tax	8.78	
06-APR-16	03:02	RT515	Room Charge	135.00	
06-APR-16	03:02	RT515	State Tax	9.11	
06-APR-16	03:02	RT515	County Tax	0.20	
06-APR-16	03:02	RT515	City/Local Tax	8.78	
07-APR-16	02:55	RT515	Room Charge	135.00	
07-APR-16	02:55	RT515	State Tax	9.11	
07-APR-16	02;55	RT515	County Tax	0.20	
07-APR-16	02:55	RT515	City/Local Tax	8.78	
			** Total	765.45	-765.45

Continued on the next page

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FOLDET

Ms Lindsey Kimball 5633 TUGHILL DR TAMPA, FL, 33624-4817 Page Number

2

Invoice Nbr

: 195134

Guest Number

Folio ID

: 291684 : A

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*** Balance

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03-APR-16

08-APR-16

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Cardhólder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer. DATE 1/63 // SERENCE NO.

OTX DESCRIPTION AMOUNT

Lindsey Kimball # 29770 4-3-16-4-8-14 TRAVEL EXPENSES

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ELECTRONIC SHAPEDIRE

Rainbow Faxi (612) 332-1615

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TAMPA AIRPORT PARKING (813) 870-8791

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Bagage Fee 25
25
750
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TAXIS
46.52
50.70
497.22

Parking #123.36

Teft on 4/3 at 11:30
returned on 4/8 at 10 pm
returned on 4/8 at 10 pm
returned all B, L+Ds